



ISR Services 2004 Data Collection

***Centralized Training
Dallas, Texas
12 - 16 Jan 2004***



Roles and Responsibilities



Topics

- Outlining the Roles and Responsibilities of the following:
 - Assistant Chief of Staff for Installation Management (ACSIM)
 - Headquarters, Department of the Army Staff (HQDA)
 - Headquarters, ARNG
 - States



Roles and Responsibilities ACSIM

- **Installation Management proponent for HQDA.**
- **Accountable for improving the status of Army installations/states.**
- **Responsible for overall policies, standards, and procedures for the ISR Program.**
- **Develops, collects, and reviews reporting requirements for installation data.**
- **Provides final approval for ISR content.**
- **Directs the usage of the ISR data.**
- **Integrates analysis efforts of the HQDA staff members.**
- **Evaluates the utility of the ISR Software and Program as a decision support tool.**



Roles and Responsibilities

HQDA Army Staff

- **Provides assistance to the Installations/States when needed by issuing programming and functional guidance to meet Army-wide goals and objectives.**
- **Dialog is documented in the FAQs by ISR Helpdesk.**
 - **FAQs posted on website**
- **Provides final review and analysis of ISR data (QA/QC).**
- **Initiates change recommendations to ACSIM for the ISR.**
- **Provides baseline content for Implementing Instructions.**
- **Provides data for topload as appropriate.**
- **Assists ACSIM in responding to AAR issues.**



Roles and Responsibilities ARNG

1. Ensure that:

- a)ISR is fully implemented throughout all States.**
- b)Each respective State ISR POC is provided full support and opportunity to be trained and instructed on the application.**
- c)Specific guidelines are provided to States for on-time, accurate data submissions.**
- d)Arising issues are coordinated with HQDA functionals/ISR Services Team for timely resolution.**



Roles and Responsibilities ARNG (Cont.)

- e) A thorough QA/QC of the data is accomplished prior to approval.**
- f) The specific data submission dates for all headquarters are met so that final data submission to ACSIM is accomplished by :**

15 April 2004

- e) QA/QC queries from higher HQ are promptly resolved.**

2. Maintain close coordination and quality control between Overall and ISR Services POCs at NGB and at the States.



Roles and Responsibilities ARNG (Cont.)

- 3. Thorough QA/QC: Review all State-level data files for**
 - a) Accuracy**
 - b) Completeness**
 - c) Consistency**
- 4. Approve Data - online electronic approval.**
- 5. Forward consolidated data file to HQDA - electronically online.**
- 6. Signed summary report is forwarded to complete the collection.**
- 7. OVERALL GOAL: GOOD DATA!!**

ACCURATE ! COMPLETE ! ON-TIME !



Roles and Responsibilities State

1. Garrison Commander - TAG/Chief of Staff

- a) Responsible for planning, preparation, supervision, coordination and execution of the ISR Program within the state.**
- b) Assures that data submission date, as established by the next higher HQ is met.**
- c) Appoints a single ISR Services Point-of-Contact (POC) responsible for program execution.**
- d) Ensures that issues arising during data collection are forwarded in a timely fashion for resolution at higher HQ.**
- e) Ensures that all services are evaluated and authenticates the state ISR data and ratings.**
- f) Provides comments and overwrites to the reported C-ratings, where necessary or discrepancies exist.**
- g) Signs the ISR Summary Report and forwards to higher HQ.**



Roles and Responsibilities State (cont.)

2. ISR Services POC

- **Organize and execute the effort**
- **Establish an open-line of communication - key to a successful data collection.**
- **Plan and conduct training as needed**
- **Distribute all materials for the collection.**
- **Consolidate and integrate the state data results.**
- **Coordinate the review process with the TAG & Staff - quality assurance of data.**
- **Validate (and in some cases may Approve) the ISR Services data for submission to their higher HQ.**
- **Correspond with ISR higher HQ POC during QA/QC to ensure**

Accuracy, Completeness, and Consistency!!!



Roles and Responsibilities State (cont.)

3. State - Staff/Units/SMEs

- **Read Instructions - Identify and forward for resolution any issues affecting ability to understand and report concise data.**
- **Collect and submit ISR data for their functional area to their state ISR Services POC.**
- **Provide input as required to meet data collection milestones/requirements established by the TAG/State ISR Services POC.**
- **Ensure data submission meets suspense date as determined by TAG/State ISR Services POC.**
- **Assist as needed in resolution of QA/QC queries during QA/QC at all levels.**



Summary

- **State ISR Services POC is the “Conductor”.**
- **Consistent, on-going, active review of data is critical**
 - **Periodic status reports can be provided to Region POCs by the ISR Services Team as requested. (Servers now located in the Pentagon and may reduce responsiveness)**
- **Commander’s comments are key to “painting the picture”.**
 - **Now required by ISRWeb for C3 and C4 ratings**
- **Know your data submission suspense date!!**
- **QUALITY DATA!!!**



***Overall
Goal:***

Correct